



WASHINGTON STATE SENATE COMMITTEE SERVICES POSITION ANNOUNCEMENT

*Lead Staff
Commerce and Trade Committee*

The Washington State Senate office of Senate Committee Services (SCS) is currently recruiting for the position of Lead Staff for the Commerce and Trade Committee. Senate Committee Services assists senators in developing and evaluating alternatives to achieve their policy objectives. This is a full-time, non-partisan position, exempt from civil service.

DUTIES AND RESPONSIBILITIES

As one of sixteen committee Lead Staff within SCS, this position is required to fill multiple roles. The Lead Staff:

- Works for the committee Chair and Ranking Minority member in facilitating the committee process.
- Works with the Chair in developing committee schedules, formulating agendas, developing legislation, tracking legislation, and developing and implementing interim work plans and studies.
- Works closely with the Chair and other senators in establishing and achieving policy objectives.
- Works closely with the Staff Director in the supervision of staff analysts, counsel, and support personnel.

The Lead Staff position also functions as committee analyst or counsel, with issue assignments commensurate with non-supervisory analysts or counsel. As such, the Lead Staff:

- Develops and evaluates policy and fiscal alternatives for Senators, often making recommendations based on analysis of alternatives.
- Drafts legislation and follows it through the legislative process.
- Presents legislation and other policy matters to the Committee.
- Monitors and evaluates implementation efforts by state agencies and local governments.
- Responds to a myriad of inquiries on commerce and trade issues.
- Interacts extensively with interest groups.
- Often has lead analytical responsibility for the most complex and significant measures before the Committee.

Position Announcement
Commerce and Trade Lead Staff
Page Two
August 11, 2003

DESIRABLE KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- A Juris Doctorate or an advanced degree in a field related to public administration is desirable for this position.
- Working knowledge of the legislative process derived from experience in a legislative or other public policy-making setting.
- Substantive knowledge of commerce and trade issues is desirable, including but not limited to: commerce, labor law, workers' compensation, worker safety, employment issues, unemployment compensation, employment training, business climate issues, business economics, trade, and other related issues.
- Candidates must be pro-active, creative, service-oriented, and have excellent analytical, writing, problem solving, and oral presentation skills.
- Demonstrated research, analytical, supervisory, and organizational skills.
- Proficiency in multiple computer software applications, including word-processing software, presentation applications, and on-line research.
- Candidates must be willing to work long, irregular hours and be capable of handling the complex and difficult situations in a fast-paced, high-pressure legislative environment.

SALARY

Salary will depend on experience and education, with a likely range from approximately \$60,000 to \$85,000.

APPLICATION PROCEDURE

Interested applicants should submit: (1) a brief letter of interest describing specific qualifications for the position; (2) a current resume detailing experience and education; and (3) at least three references with current telephone numbers.

Please send to:

Stan Pynch, Director
Senate Committee Services
PO Box 40466
Olympia, Washington 98504-0466

Applications should be submitted as soon as possible, and must be received no later than August 31, 2003. Interviewing and selection will begin immediately.

Phone contact: Judy Rus at (360) 786-7417.

The Washington State Senate is an Equal Opportunity Employer.

